

SECTION 3

ADMINISTRATION

SECTION 3-1. ADMINISTRATOR.

The provision of this Ordinance shall be administered and enforced by an officer to be known as the Administrator, who shall be designated by the City Council of the City of Winchester. The Administrator shall have all necessary authority on behalf of the City Council to administer and enforce the provisions of this Ordinance, including the ordering in writing of the remedying of any condition found in violation of this Ordinance, and the bringing of legal action to ensure compliance with the Ordinance, including injunction, abatement, or other appropriate action or proceeding.

SECTION 3-2. DUTIES.

The Administrator shall perform his or her duties as regards subdivisions and subdividing in accordance with this Ordinance and the Land Subdivision and Development Act.

SECTION 3-3. TO CONSULT.

In the performance of his or her duties the Administrator may call for opinions or decisions, either verbal or written, from other departments in considering details of any submitted plat. This authority by the Administrator shall have particular reference to the Resident Highway Engineer and the Health Officer.

SECTION 3-4. ADDITIONAL AUTHORITY.

In addition to the regulations herein contained for the platting of the subdivision, the Administrator may, from time to time, establish any reasonable additional administrative procedures deemed necessary for the proper administration of this Ordinance.

SECTION 3-5. DEFERRED INSTALLATION OF PUBLIC IMPROVEMENTS.

After a plat has been recorded, certain public improvements not otherwise identified for deferral per Section 5-5-1 of this Ordinance may be considered for installation at a point subsequent to the issuance of a Certificate of Occupancy by the Zoning Administrator. Such approval shall only be granted after consultation with the respective departments or agencies charged with operation, acceptance and maintenance of said improvements. Prior to approval, the Administrator shall require a fifty (\$50) dollar fee and a written

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request from the subdivider or developer which shall identify the justification for the deferral and a committed date for completion of the improvement beyond which subdivision reapproval shall be required for additional deferral. In no case shall any improvement be deferred beyond two years following the issuance of the first building permit for any lot in the subdivision. (09-10-96, Case SA-96-01, Ord. No. 022-96)